

Clerical and Office Branch  
Accounting Clerical and Cashiering Group  
Accounting Series

**ACCOUNTING TECHNICIAN**

7/99 (NEB)

*Summary*

Under direction, perform full charge bookkeeping and accounting clerical duties to prepare, process and maintain information for sets of fiscal and statistical records and reports pertaining to any aspect of a department's operations and services, or to assigned types of finance functions for multiple departments.

*Typical Duties*

Organize, compile, audit, research and document diverse and intricate internal and external business transactions. Involves: accumulating, calculating, posting, tabulating, cross-footing, grossing up and reconciling any combination of general, payable, receivable, cash, cost, budget, payroll, capital and inventory accounting or statistical data in general and subsidiary ledgers and journals electronically or manually; preparing trial balances and opening and closing books; checking accuracy, completeness and legibility of own or others' computations, breakdowns and summaries for costing and internal control purposes; analyzing trends, variations and relationships of funding and expense or other resources results and forecasts using prescribed mathematical techniques and formulas to support preparation or administration of annual budgets, vendor contracts, grant agreements, property leases or insurance policies; coordinating and monitoring approval of various expenditures and purchases, maintenance of petty cash or monetary coupon funds, and receipt, collection, counting and deposit of cash, checks or other negotiable instruments within authorized limits; responding to the more technically difficult or unusual complaints and questions from vendors, customers, other departments and coworkers concerning billings, services or allied matters by identifying, tracing and otherwise resolving and explaining account discrepancies; assisting with computation of investment income and maintenance of related records, and with the conduct of regular or special internal and external audits of practices; participating in development and implementation of new or changed clerical procedures.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: serving as leader of small project teams, if assigned or similarly instruct, assign and check work of one or two lower graded regular, part-time or temporary clerical staff when acting as helpers on the same or directly related work; substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; logging activities, and preparing and submitting recurring or requested activity or status reports.

*Minimum Qualifications*

Training and Experience: Graduation from high school or GED equivalent, including or supplemented by general business, accounting, data processing or computer operations course work, plus six (6) years increasingly responsible bookkeeping or related fiscal administration support experience, including one (1) year in a capacity comparable to the City's Accounting Clerk; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: application of double entry bookkeeping principles, and complex clerical accounting techniques. Good knowledge of: generally accepted government accounting or auditing practices and standards; laws, ordinances and regulations governing city financial matters; established modern general office procedures; operating methods for electronic processing and recording of financial data.

Ability to: proof, record, break down, organize and summarize complex accounting and statistical details in an automated environment; process a high volume of numerical detail work accurately to meet strict deadlines while confronted by interruptions; apply algebra and statistics concepts to practical situations including calculation of fractions, percentages, ratios, proportions, discounts, interest, central tendencies, probabilities and estimates; read and interpret documents such as procedure manuals, and understand and follow instructions in written, oral, diagram or schedule form; solve common practical accounting problems by considering a variety of concrete variables; communicate effectively orally and in writing to prepare routine reports and correspondence or to discuss fiscal activities; establish and maintain effective working relationships with customers, vendors, City management and fellow employees to coordinate activities and render service.

Skill in safe operation and care of: personal computer or network workstation and generic business productivity, and specialized financial, accounting, budget, purchasing or inventory software; common office machines.

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Director of Personnel

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Department Head

OFFICIAL